

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 07	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 0343	3. OCC FUNC.	4. OFF. TITLE CD 0003	5. OFF. TITLE (38) PROG ANALYST							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02				
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)											
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 07PA										
6. WK. TITLE CD. (4)		7. WK TITLE (38)																
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE										
10. TARGET GD. (2) 09		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02				
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other								
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td>Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td>Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.</td> <td>Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.</td> <td>5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade</td> <td>9=Other</td> </tr> </table>														Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade	9=Other
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23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)				
30. CLASSIFIER'S SIGNATURE								31. DATE										

32. REMARKS

Standard Job #343-07

A. Introduction

This position is located in the Office of the Area Director, _____Area, _____(Location)_____. The incumbent of this position serves as the single staff control and coordination point within the Area for the timely and orderly implementation, management, and evaluation of a vast array of research monitoring activities, and assists the Area Director in conducting studies and projects by compiling, analyzing, and presenting data in useable formats. The Area consists of _ locations, with approximately _ research units, and has a work force of approximately _ employees (of which approximately _ are research scientists).

This is a developmental position designed to prepare the incumbent to fully perform the duties and responsibilities outlined in position number _____, Program Analyst, GS-0343-09 (the established full performance level).

B. Major Duties

Research Project Coordination

Independently coordinates and maintains appropriate documentation on the Current Research Information System (CRIS), research progress reports, and extramural and external funding requests for the Area. Serves as the Area manager and instructor for the Agriculture Research Information System (ARIS). Specifically, the incumbent:

- advises project leaders, research leaders, and other program personnel on proper documentation of CRIS projects, research plans, extramural and external funding requests, and research progress reports.
- summarizes and makes recommendations for improvement in the documentation to the scientific staff; notifies the scientific personnel when additional information is needed, and follows up to ensure receipt; ensures that packages are complete before forwarding to the Area Director; and brings significant issues in the reports to the attention of the Area Director.
- follows up on and advises scientific personnel on the status of submissions.
- instructs Area personnel on the use of the ARIS system; determines user needs and accordingly assigns appropriate level of access codes to allow access to the system; periodically surveys the needs of users and makes adjustments in the assignment of access; instructs users on changes in methods, procedures, and policies in the software on a continual basis; and trains new system users as needed.

**Program Analyst
GS-0343-07**

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- coordinates funding requests and extramural/external funding issues with appropriate Area Administrative Office staff (Area Budget and Fiscal Officer (ABFO) and Area Procurement Agreements Officer (PAO)).
- with input from the AD, identifies appropriate reviewers for research project merit reviews; obtains merit reviews from industry, colleges, universities, private sector organizations, other agencies, and other ARS organizations.
- participates, in a coordinative role, in research program reviews and workshops; keeps managers and scientists informed of upcoming reviews; and makes presentations related to the research programs and reporting systems.

Analytical Assignments

Based on instructions provided by the supervisor, incumbent independently gathers, analyzes, and prepares written charts, graphs, and reports on specific locations/programs for use by the supervisor in assessing program effectiveness, impact of proposed program or personnel/organizational changes, and financial condition. Uses a knowledge of program interrelationships; overall utilization of human, money, and material resources; program priorities; and information and statistics gathered from various sources, to pull together and present data. Prepares narrative reports describing characteristics requested.

Attends Area program reviews and workshops to acquire/maintain a comprehensive knowledge of the substantive nature of operating programs and the interrelationships among program areas.

Consolidates responses on current research activities from the locations in support of requests from the Area Director or higher level management in ARS.

Reviews the Annual Resource Management Plans (ARMP) for the_____

Area for the CRIS Work Unit information and budgets for funds proposed in extramural activities; participates in meetings and conference calls to discuss the ARMS plans; recommends revisions to the plans to coincide with the approved operating levels (AOL); provides updated information to the ABFO on changes made to the AOL's during the course of the review process; detects information in the State of the Management Unit that is not consistent with research objectives and consults with Unit Leaders to effect changes; reviews ARMP Summary reports and recommends changes; and verifies the SY's on the CRIS Research Allocation Schedule.

**Program Analyst
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Keeps the Area Director informed of possible changes in program activities and of items discussed with project managers. Prepares correspondence and nontechnical descriptive summaries and analyses of research activities and progress in response to requests for information.

Accesses automated systems to manipulate, extract, edit, and approve program management documents; prepares statistical analyses for budget increases, redirected funds, extramural agreement funds, etc.; and recommends methods to improve documentation and presentation of data.

C. Evaluation Factors

1.	<u>Knowledge Required by the Position</u>	FLD 1-5	750 PTS
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Knowledge of Departmental and Agency programs, regulations, policies, organizational structure, and procedures to carry out fact finding, analysis, and evaluation functions.

Knowledge of the responsibilities, priorities, commitments, policies and program goals of the Area Director to serve as liaison between the Area Director and others; prepare material for use in meetings and correspondence; implement procedures and guidelines affecting subordinate units; and locate and summarize material from ARIS and provide information for response to program-related inquiries.

Knowledge of basic principles, practices, theories, techniques, and methodology of management as they relate to the conduct of research and related support programs.

Knowledge of national research program activities of the Area, and ability to apply this knowledge in the performance of the assigned coordination, management, and analysis assignments.

Knowledge of procedures outlined in ARS Research Project Documentation Manual and office procedures for processing CRIS documents, and the interrelationships among components such as the ARMP, CRIS project reporting, budget processes, etc., sufficient to review the program formulation, justification, and execution submittal from subordinate units.

Skill in the use of personal computers to access, manipulate, and retrieve information from automated systems, and to train personnel in the Area on the use of ARIS.

2. Supervisory Controls FLD 2-2 125 PTS

The incumbent is responsible for independently applying operational knowledge in taking action to ensure the smooth operation and quality of the research project documentation system in the Area. The incumbent performs recurring assignments, such as those related to the maintenance of the ARIS database, independently without specific instructions, referring deviations and problems to the supervisor for resolution. The supervisor reviews work accomplishments for technical accuracy and compliance with instructions and established procedures. New assignments are reviewed closely by the supervisor to ensure the technical accuracy and to ensure that procedures were followed and objectives of the assignment were met.

3. Guidelines FLD 3-2 125 PTS

Procedures for doing the work have been established, and a number of specific guidelines are available. Guidelines available for reference include the ARS Research Project Documentation Manual; several guides to computerized systems; Directives; and the Agency's 6-Year Implementation Plan. The employee uses Judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

4. **Complexity** **FLD 4-3** **150 PTS**

The incumbent serves as the recognized Area focal point for monitoring, coordination, and documentation of the Area's research programs; monitoring and coordination of the Annual Research Reports and Plans; timing and

5. Scope and Effect FLD 5-3 150 PTS

6/7.	<u>Personal Contacts</u> <u>and</u> <u>Purpose of Contacts</u>	FLD 2b	75 PTS
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8. **Physical Demands** **FLD 8-1** **5 PTS**

Work is largely sedentary. Work requires sustained attention to detail; with frequent stress of short deadlines for action. The incumbent's work also requires some standing, bending, and carrying of light items such as books and papers.

**Program Analyst
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9. Work Environment

FLD 9-1

5 PTS

Work is performed in an office setting. The work includes the everyday risks and discomforts typical of offices and meeting rooms.

D. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____

TOTAL POINTS = 1385

GRADE CONVERSION = GS-07